

Girl Scout Banking Account Information

1. All troop, group, or service unit funds must be deposited in a bank account under the name “Girl Scout Council of Colonial Coast (GSCCC), Troop # (or group, service unit) _____”, and using the Girl Scout Council of Colonial Coast Tax ID# 54-1158412.
2. A minimum of two signatures are required to open an account. Authorized signatures should include a leader, co-leader and optional: group adviser, service unit treasurer (may not include relatives, spouses or significant others). Two debit cards (not credit card) may be attached or opened with a troop account.
3. Monthly bank statements should be sent directly to the person responsible for the account, not to GSCCC office.
4. Maintain a file with all bank statements and purchase receipts. This information will be needed for completion of required financial reports.
5. All troops/service units shall submit a financial report to their designated Council representative annually, at the time a group disbands, or more often as requested.
6. Submit a new form if bank account information changes. A new form must be completed annually at the beginning of each membership year.

If you have questions, please do not hesitate to contact your staff representative.

Troop # _____ Service Unit _____ Name of person handling the account _____

Bank Name _____

Branch _____ Branch Phone # _____

Account # _____ Inquiry # (if applicable) _____

Checking Account Savings Account

List authorized persons on the account and their phone numbers. Minimum of two signatures required.

1. Name _____ Phone # _____

Address _____ City _____ State _____ Zip Code _____

2. Name _____ Phone # _____

Address _____ City _____ State _____ Zip Code _____

3. Name _____ Phone # _____

Address _____ City _____ State _____ Zip Code _____

By signing this form, I am acknowledging that I have read GSCCC's *Volunteer Essentials* and I understand my responsibilities related to handling troop/service unit funds and will conduct financial transactions with integrity and honesty and act in a responsible ethical manner.

Signature _____

Date _____

Girl Scouts of the Colonial Coast
Attn: Volunteer Support
912 Cedar Rd
Chesapeake, VA 23322
(757)547-4405 1(800)77SCOUT
customer@gsccc.org